

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)				
1. Post Belmopan, Belize		2. Agency Department of State		3a. Position Number 310901100067
3b. Subject to identical positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) _____ (Title) _____ (Series) _____ (Grade) _____ <input checked="" type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain) _____				
5. Classification Action	Position Title and Series Code		Grade	Initials
a. Post Classification Authority RHRO	Carpenter FSN-1210-05		05	
b. Other				
c. Proposed by Initiating Office				
6. Post Title Position (if different from official title) N/A		7. Name of Employee Vacant		
8. Office/Section Facilities Maintenance Section		a. First Subdivision Management Section		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Printed Name of Employee _____ Signature of Employee Date(mm-dd-yyyy)		10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Printed Name of Supervisor _____ Signature of Supervisor Date(mm-dd-yyyy)		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. _____ Printed Name of Section Chief or Agency Head _____ Signature of Section Chief or Agency Head Date(mm-dd-yyyy)		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Printed Name of Management or Human Resources Officer _____ Signature of Management or Human Resources Officer Date(mm-dd-yyyy)		
13. Basic Function Of Position The incumbent performs preventative maintenance on buildings. The incumbent is required to maintain all wood and metal structures including steel studs and drywall applications, repair of wood members and trim products and surface preparation for painting and other protective applications such as stains and varnishes. Assembles furniture; installs and repairs locks and locking devices; installs door closers; installs and maintains floor products such as				

Vinyl Composition Tile, Carpet and other floor products. This includes building items such as furniture, fixtures, doors, windows and stairs, making repairs to the internal and external structure of buildings to ensure safety.

14. Major Duties and Responsibilities

(Continue on blank sheet)

_____ % of Time

15. Qualifications Required For Effective Performance

a. Education

Completion of primary school is required.

b. Prior Work Experience

Three years of full journeyman level carpentry and/or masonry experience is required.

c. Post Entry Training

General in-house training on U.S. Government owned property and safety awareness seminars. On-line industrial safety courses.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read).

Level III (Good Working Knowledge) Speaking/Reading/Writing English is required.

e. Job Knowledge

Full journeyman knowledge of established practices and procedures in the carpentry and masonry fields is required. Knowledge of carpentry, building maintenance, safe operation of basic hand and power tools and accepted trade practices and safety procedures is required.

f. Skills and Abilities

Ability to follow manufacturer's technical manuals and warranty information is required. Ability to use all the tools of the trade including power equipment such as radial arm saw, rip saw, shaper, planer, band saw, hammer drills, and all other power equipment used by carpenters is required. Ability to climb and work off ladders, scaffolding, electrical or mechanical man-lifts from heights of 25 to 50 feet is required. Basic computer skill is required (Ms Word, Excel, Outlook and Internet Explorer) in order to competently surf the internet to locate tools, equipment and other materials. Ability to calculate angles is required. A valid driver's license is required. Must be able to pass a physical examination as an incidental driver and must be able to maintain the medical certification for official vehicle driving privileges. Must be available for occasional, infrequent, off-duty and weekend work. Must be able to respond to emergencies within one hour of call-out.

16. Position Element

a. Supervision Received

Incumbent is directly supervised by the Plumbing/Carpentry Foreman. Incumbent may also receive instructions from the FS Facility Manager and/ or the FSN Facility Manager.

b. Supervision Exercised

Incumbent may also be assigned to work along with other Facilities Maintenance staff on an as-needed basis.

c. Available Guidelines

Established trade practices, agency technical manuals, and manufacturer's instructions and catalogs.

d. Exercise of Judgment

Incumbent must exercise good judgment in repair, installation and replacement of structures or furnishings and in determining deadlines and priorities for work assignments.

e. Authority To Make Commitments

None.

f. Nature, Level, and Purpose of Contacts

Majority of incumbent's personal contact is with colleagues and other maintenance personnel to explain proper operation and maintenance of equipment and appliances to users. Incumbent may make contact with local vendors for availability of supplies.

g. Time Expected to Reach Full Performance Level

One year.

14. Major Duties and Responsibilities

Repair and Maintenance of Embassy property

80% OF THE TIME

Incumbent performs preventative maintenance on all embassy property including wooden assemblies, doors, locks, cabinets, concrete and concrete masonry systems, FEBR doors and door assemblies to hinges, closets, FEBR window assemblies' trims. Incumbent evaluates assigned tasks by reviewing blueprints, sketches and diagrams, and manufacturer's instructions as outlined in Owner's Manuals, and estimates materials, supplies, and equipment required to complete the work. Incumbent prepares a bill of materials for all assigned tasks and submits the list to the supervisor. Incumbent is responsible for determining work procedures, diagnosing and correcting operational deficiencies, and suggests improved and cost-effective methods. Incumbent is required to comply with and meet the "Uniform Performance Standards" targets and other relevant productivity targets that are set by management.

Incumbent disassembles, adjusts, repairs and replaces defective parts and components on buildings, furniture, fixtures and storm shutters. Incumbent is responsible for minor painting jobs, framing and hanging of pictures and other framed materials. Incumbent builds small structures such as fences and platforms, and furniture such as bookcases, tables, desks, chairs, etc. Where a replacement part must be fabricated, the incumbent selects wooden stock and measures, marks, cuts and finishes parts, using appropriate tools.

Incumbent is required to monitor stock level and advise the Plumbing/Carpentry Foreman what spares are required to maintain adequate stock levels. Also, the incumbent is responsible for reporting usage of all spares on work orders and keeping the Plumbing/Carpentry Foreman updated on the status of all work assignments.

In the event that the incumbent is unable to perform highly skilled repairs or maintenance on the fire/security equipment, he shall immediately inform his supervisor and may provide assistance in making arrangements for a contractor to do the repair work.

Incumbent may be required to assist other skilled mechanics and technicians, on an as needed basis.

Other Duties

15% OF THE TIME

Incumbent maintains appropriate inventory records of all carpentry tools, working closely with the warehouse staff and the direct supervisor.

Incumbent may be required to perform unscheduled emergency repair or emergency maintenance work on embassy property as needed. Incumbent may also be required to assist other technicians in performing other unscheduled emergency repair work as needed.

Incumbent is required to perform casual labor or other administrative duties as may be required by the General Service Office or Facility Maintenance Section, such as trash collection, installation of storm shutters, general cleaning and setting-up for various embassy events.

Designated Money Holder

5% OF THE TIME

DS-298 (Formerly OF-298)

Incumbent is a designated money holder in accordance with 4FAM 392.2 and is required to account for any advances within 24 hours of receipt. Incumbent is personally responsible to the Cashier for any funds received in advance.

This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the supervisor.